BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 4702TC
5 SEPTEMBER 1995

ADMINISTRATION
Combat Readiness Training Center (CRTC)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements,* this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. AFMAN 37-series and AFI 36-series of Air Force and Air National Guard (ANG) directives contain USAF and command policy and procedural guidance for the CRTC Administration work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes,* formerly AFR 25-5, and is the result of a functional review.

3. Applicability. This ANGMS applies to the CRTCs located at Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS.

4. Standard Data:

a. Classification. Type III.
b. Approval Date. 20 October 1994.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factor. N/A.

5. Application Instructions. This work center requires constant manpower of one. No other application instructions apply.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

a. Minimum response rates.
b. Minimum manpower levels.
c. Standardized crew complements.
d. Safety considerations.
e. Aircraft turn-around time.
f. Length of waiting periods.
g. Levels of backlog.
h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

OPR: ANG/MPME (Ms. D. Reamy)

Certified by: NGB/CF (Col P. S. Kimmel)
Pages: 5/Distribution: F, X

WORK CENTER DESCRIPTION

Administration

1. ADMINISTRATION:

1.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, release to originator, and files copy.

1.1.1. TYPES LETTER OF FORM.

1.1.2. TYPES MESSAGE.

1.1.3. TYPES REPORT.

1.1.4. TYPES AIRMAN EVALUATION.

1.1.5. TYPES OFFICER EVALUATION.

1.1.6. TYPES CIVILIAN EVALUATION.

1.1.7. TYPES ENDORSEMENT TO MILITARY AND CIVILIAN EVALUATION.

1.1.8. TYPES AWARDS AND DECORATION.

1.1.9. TYPES PLAN, SCHEDULE, OR ROSTER.

1.1.10. TYPES STATISTICAL DATA.

1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and open envelope, reviews for required action, and marks and routes distribution.

1.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

1.3.2. UPDATES FILE. Reviews file for currency and updates file plan; files control label, file guide, and folder label.

1.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray and marks, sorts, and files correspondence.

1.3.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.3.5. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

1.3.6. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and outside the work area.

1.3.7. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

1.3.8. MAINTAINS SECURITY FILE:

1.3.8.1. REVIEWS, CORRECTS, AND FORWARDS INDIVIDUAL SECURITY CLEARANCE REQUEST.

1.3.8.2. REVIEWS AND UPDATES SECURITY CLEARANCE ROSTER AND FORWARDS ROSTER TO UNIT SECURITY MANAGER.

1.3.8.3. MAINTAINS CONTACT WITH AIR FORCE SECURITY CLEARANCE OFFICE AS TO STATUS OF PENDING INVESTIGATION.

1.3.9. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

1.4. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

1.4.1. ORDERS ADMINISTRATIVE PUBLICATION. Prepares requisition form, obtains authorizing signature, forwards form, and files form.

1.4.2. MAINTAINS INDEX. Posts new index, posts new publication or publication change to index, and returns index to library.

1.4.3. MAINTAINS PUBLICATION. Removes binder from library, posts change, and returns publication binder to library.

1.4.4. DETERMINES REQUIREMENT FOR PUBLICATION. Determines need for publication, marks index, and disposes of obsolete or nonrequired publication.

1.5. OPERATES COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

1.6. MAINTAINS BULLETIN BOARD. Carries information to bulletin board, posts new information, removes obsolete information, and returns to work area.

1.7. MEETING:

1.7.1. TAKES MINUTES. Answers request, assembles material, travels to meeting, takes minutes, and returns to work area.

1.7.2. TRANSCRIBES MATERIAL. Assembles material, types material, reviews typed material, and forwards material to originator.

1.8. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

1.9. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

1.10. PREPARES AND FORWARDS TRAVEL ORDER REQUEST. Prepares and submits completed travel voucher and completed order for payment.

2. OFFICE SUPPLIES AND FORMS MANAGEMENT:

2.1. OBTAINS EXPENDABLE SUPPLIES. Requisitions for, receives, routes, stocks, and controls blank forms.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE

WORK CENTER/FAC	APPLICABILITY MAN-HOUR RANGE
Administration/4702TC	Constant Manpower

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Management	3A0X1	AGR	1								
TOTAL			1								

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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